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UNITED STATES GOVERNMENT

# Memorandum

TO : CIA Records Administration Officer

FROM : Chief, OC-Records Management Staff

SUBJECT: Records Control Schedule

RMS M66-029  
DATE: 28 February 1966

Attached for your review and approval is the Records Control Schedule covering records being held by the Office of Communications, Program Coordination Staff.

Attachment:  
OC-P Records Control Schedule - 6 cys

Distribution:  
Orig & 1 Addressee

To: Chief, Commo Records Mgt Staff

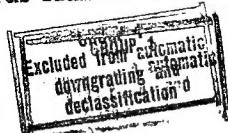
The attached schedule is approved primarily to provide O/Commo with authority to destroy or to transfer records to the Records Center. At the earliest time possible consideration should be given to reducing the 20, 25, and 50-year retention periods shown throughout your schedule to more realistic retention periods.

APPROV

CIA Records Administration Officer

Date

18 March 1966



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